



Central Connecticut State University  
**UNIVERSITY ASSISTANT**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public, State Employees, Agency Employees

**Location:** Central Connecticut State University, Center for Public Policy & Social Research

**Hours:** 10 hours per week (no benefits)

**Compensation:** \$25.00 per hour

**Closing Date:** October 27, 2017

Central Connecticut State University invites applications for a University Assistant (UA) to provide administrative support to the department and its customers. The UA will contribute to the efficiency of the organization by ensuring all assigned operational duties are carried out timely and efficiently.

***Responsibilities:***

Assists with various fiscal activities and projects for the Center and other accounts. This position prepares budget and grant reports, processes financial transactions, assists faculty in developing budgets for project proposals, supports program administration, maintains CPPSR business and program files, office supplies and oversee maintenance of office facilities and equipment. Performs other related duties and responsibilities as assigned.

***Desired experience/skills include:***

- Experience in accounting or bookkeeping
- Proficient in the use of spreadsheets and databases
- Excellent oral and written communication skills and organizational skills
- Strong customer service skills; ability to multi-task and independently perform detail oriented work
- University employment experience preferred.

**To Apply:** Please submit a letter of application, resume, and the names, phone numbers and email addresses of three references via email to: Eileen Hurst at [Hursteim@ccsu.edu](mailto:Hursteim@ccsu.edu).

*Central Connecticut State University is an affirmative action and equal opportunity employer.*